

**CLEMSON UNIVERSITY**  
**CLASSIFIED STAFF COMMISSION MINUTES**  
**Tuesday, January 12, 1999**

**ABSENT:** Patty Ables, Brian Becknell, Michael Brewer, Joyce Bridges, Chris Caracciolo, Myra Cato, Truette Dobson, Jerry Fincannon, Elmer Gray, Denise Hall, Dianna Haynes, Beverly Holton, LeRay Maw, Greg Padgett, Michael Parker, Stephen Perry, June Ponder, Susan Reeves, Charlotte Swafford, Mike Waldrop

Cathy Bell called the meeting to order at 10:03 AM.

1. **Open Commentary:** None
2. The minutes were approved as amended.
3. **President's Report:** Cathy Bell wished everyone a Happy New Year.
  - A. **Academic Council:** Chuck Toney reports they met Jan 4 and discussed two items that might impact staff in certain areas. One was a change in the withdrawal policy for students. The other was a proposal by student government that all syllabi be available on the web through the Collaborative Learning Environment, a part of the campus computer network.
  - B. **Board of Trustees:** Some of the sub-committees met last week and others will be meeting this week.
  - C. Cathy thanked everyone who attended the December Faculty and Staff Meeting. She also issued a public thank you to John Trice for serving as Marshall at the December Graduation Ceremony.
  - D. Some of the Representatives in the House have changed: William Clyburn and Dewitt McCraw are new to this area; Budd Webb now serves on the House Education and Public Works Committee; William Bone has stepped down and will now be working with Governor Hodges.
  - E. **Administrative Council:** Dr. Rose Marie McDonald had not been back to their meeting since we sent in our Resolution. She did contact Cathy yesterday. David Stalnaker, Ben Anderson and Dr. McDonald are looking at the issues which were brought up as concerns.
  - F. Jim Daniels asked Cathy to be a part of liaison group on campus as a representative from the CSC to keep the university community informed of bills that may affect CU. Address your concerns to Cathy. They will meet 1:30-2:15 every Friday while the legislators are in session.
4. **Treasurer's Report:** Cathy reported Greg is in Columbia. Current balances are \$2800 vending funds, \$3000 E&G funds and \$150 in foundation account. Chairs who have needs for funding should send their requests to Cathy and Greg to be review at the next Executive Committee meeting.
5. **Committee Reports:**
  - A. **Standing Committees:**
    1. **Membership:** Alexandra Barnes reported the nomination forms have gone out. Deadline is next Tuesday for their return. 8 areas are up for election. 4 other areas have vacancies and will also have elections (2-year terms). Incumbents who wish to run again need to send in their nomination forms. Incumbents need to be nominated; it is not automatic. There have been some mail-related problems. Please send out information to constituents in a timely manner. Talk to Alexandra about specific problems and special needs. Alexandra asked that representatives whose term ends who do not plan to run again to turn in their notebooks. HR has taken over the NEO presentation on the CSC every payday. The Executive Committee had put forth a resolution to send a letter to each representative who has been absent over three times. Cathy and Alexandra met after the Executive Committee meeting to review the number of absences. We understand that there are times when you cannot attend a meeting. Please contact Debbie at 656-2072 or [dccal@clermson.edu](mailto:dccal@clermson.edu) when this is the case.
    2. **Communications:** Robin Page reported they met this morning. The Newsletter deadline is next Tuesday, 1/9. They hope to have the Newsletter available for distribution at the February meeting.
    3. **Policy & Welfare:** April Warner reported they met this morning. They have articles to send to Robin for the Newsletter; one is on SCSEA as a vehicle for legislative voice and encouraging staff to join SCSEA; one is a summary of legalese on Bills out there that may affect employees. In regard to the motion on Classified Temporary Grant Employees (83), April read the statement provided by Dick Simmons. April made a motion "to allow the Classified Temporary Grant Employees to be included in the membership of the Classified Staff Commission." The motion was seconded. Discussion followed. The motion was adopted. We need to update the e-mail distribution lists, address labels and other CSC

reports to include them. Membership will determine how they will be included and take their recommendation to the Executive Committee.

4. **Scholarship:** Cory Massey reported the met on Thursday, 1/7 at 2:30pm. The Walker Course lost their original contract. A new contract has been signed. New contract includes wording which prohibits golf shoes with metal spikes. The old contract stated soft spiked shoes preferred. This year's tournament will begin at 12 noon. Their committee goals were distributed to the committee members. They plan to focus on a fall fundraiser to be incorporated into the Benefits Fairs. A \$1 raffle ticket idea was suggested. They would like to involve the entire CSC. Golf Tournament prizes are being negotiated. They hope to get Polo shirts and hats for the first place team and T-shirts for all participants. They have noticed that the same vendors are always being asked for donations. They are looking at the possibilities of using CSC funds to cover costs/expenses.

**B. Ad Hoc Committees:**

1. **Ad Hoc Committee on Salaries:** Pam Parnell reported they met after the last CSC meeting on 12/8. They went on a fact-finding mission. They have 2 members on HRAC where similar concerns have been discussed. They will get together again before March to present a final resolution in April.
2. **Ad Hoc Committee on Publications:** Chuck Toney reported they plan to meet next Friday morning to get a common look for all the CSC brochures and documents.
3. Cathy commented there are two other ad hoc committees. Robin Page has volunteered to serve on the tuition issue. Betsey Shira and Jerry Fincannon volunteered to serve on Parking Ad Hoc Committee. Chairmen are still needed for both these committees.

**C. University Committees:**

1. **Accident Review Board:** Chris Caracciolo
2. **Athletic Council:** Cathy Bell reported that they met on Dec 17 and were introduced to Coach Tommy Bowden. He outlined his philosophies and discussed the assistant coaching positions.
3. **Bookstore Advisory:** Cathy Bell reports that they met on Dec 8 where Mr. Muhlfelder reported that sales of both new and used books exceeded expectations. The advance purchase process, originally designed to help incoming freshmen, is now available to any student and more than 1900 students were able to just come by and pick up their packages of books and supplies. They hosted a large number of successful author signings this year.
4. **Budget Council:** Greg Padgett reported they did not meet in Dec.
5. **CATS:** Robbie Nicholson reported that January 10, 1999 was the 3<sup>rd</sup> Anniversary of CATS and the ridership for Calendar Year 1998 was 492,152 passengers; CATS highest to date.
6. **Faculty Senate Budget Accountability Committee:** Debbie Calhoun reported they met on Dec 9. There were 2 corrections to be made on the FOI reports and then the reports would be sent out. We are still working on the compensation reports. Kaye Lawson was to send me a list of the classified staff with their titles and category codes for review by the CSC for suggested corrections. There is concern that next year it will be more difficult to collect the information because we will have information coming from both the legacy system and the new PeopleSoft system.
7. **Human Resources Advisory:** Debbie Calhoun reported they met on Dec 9 where they reminded everyone to submit address changes for W-2's and have year-end leave reports reviewed and signed by Jan 15. Drug testing will begin in January for employees who hold CDL licenses to comply with the new law. Departments with recruiting problems should contact Classification, Compensation and Recruitment. Internal candidates transferring within Clemson should start at the beginning of the pay period. New Hires may start anytime. Reba Keike is now working with Classification, Compensation and Recruitment and Vivian Morris is now working with Employee Development, Relations and Assistance Programs. Next meeting is Jan 13. Meetings during the next year will be held in F149 P&AS Building.
8. **Joint City/University:** Greg Padgett reported they met Jan 4. The State Highway department gave a presentation on the new roadwork that will begin soon: Highway 93 widening between 123 and 76 will begin spring of 2000 and be completed in the Fall of 2002 with four lanes plus a center turn lane and bike lanes. The widening of 93 from Lake Hartwell to 123 next to the Y will begin in Jan of 2001 and be completed in Fall of 2003.



9. **Parking Advisory:** Elmer Gray reported the next meeting is Feb 4. He is still interested in gathering input concerning the raising of Parking Ticket prices to \$30 or \$40 from the current rate of \$20 with the cost of the ticket being reduced by 50% if paid within 15 days as is the current procedure.
10. **President's Commission on the Status of Women:** Myra Cato reported they met Jan 8. The Commission is requesting nominations for Clemson University Outstanding Woman Awards, individuals who have made outstanding contributions to improve the status of women on campus. Categories include academic faculty, classified staff, graduate student, undergraduate student, and distinguished contributor. The nomination forms will be sent out on January 15, 1999 and must be returned by February 12, 1999. Nominations will not be accepted past this deadline. A nomination form must be completely filled out to be considered. The nomination form can be accessed by going to the Clemson University Homepage, then to Working At Clemson (left column), then to Women's' Commission, then to Nomination Form. CU is hosting the SC Women in Higher Education Conference that will be held February 6-8, 1999, at the Madren Center. If a CSC representative has concerns or issues that they wish the Women's Commission to address please refer such questions to Myra Cato, Human Resources, Administrative Services Building or Email to mcato. The next Commission meeting is 2/26.
11. **Quality of Minority Student Life (CQMSL):** Sandra Parker reported they are not presently holding meetings until further notice.
12. **Recreation Advisory:** Steve Perry reported they did not meet and no future meeting is scheduled at this time.
13. **SCSEA:** April Warner reported Mary Joe Williams plans to visit with the legislators while they are in session. They plan to leave on February 8, at 8 AM from the old Winn Dixie. Contact Mary Joe if your are interested in going.
14. **Travel Services User Group:** Cory Massey reported they did not meet in Dec.
15. **Union Advisory:** Elmer Gray reported they did not meet in Dec.
6. **Unfinished Business:**
  - A. **Resolution regarding Parking Policy:** Cathy read the motion as it was presented last month. The vote was 17/2 in favor. The motion passed.
7. **New Business:**
  - A. **Dental Plan Coverage:** Item was tabled so that Steve Perry could be present.
8. The meeting adjourned at 11:25 AM.

**NEXT MEETING:** Tuesday, February 9, 1999, 10:00 am in the Student Senate Chambers.